



PERSON SPECIFICATION

SENIOR ADMIN OFFICER

Please mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

	Essential	Desirable
Qualifications and Training	Good general qualifications at least to GCSE (or equivalent) particularly in English and Maths. Excellent communication skills, both verbal and written.	An administrative, business or secretarial qualification.
Experience	Have worked in a busy office environment independently as well as co-operatively as a member of a team.	Experience of a school office environment.
Professional Values	Establish and maintain good professional relationships with pupils, parents and colleagues. Adopt a flexible approach to working and be supportive of colleagues, sharing workloads where appropriate. Demonstrate a team-centred approach to work. Promote the school's vision and aims positively.	
Knowledge and Understanding	Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. Be competent in the use of office-based ICT programs.	
Skills	Communicate effectively, both verbally and in writing. Prioritise workloads in an environment with conflicting demands. Have excellent time management and organisational skills. Be able to work under pressure and meet deadlines. Take initiative. Work independently.	Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office and take responsibility for implementing them.
Personal Skills	Be calm and patient. Be approachable and empathetic. Be organised and resourceful. Be able to multi-task. Be discreet, tactful and understand the need for confidentiality. Be committed to the best possible outcomes for pupils, the team and the school.	